

Message: RE: Questions about the ATA database

✉ RE: Questions about the ATA database**From** Kraft, Emily**Date** Friday, January 20, 2017 8:18 AM**To** 'Kristen M. Setterlund, MSW, LCSW'**Cc** **image001.gif** (4 Kb HTML)  **image002.jpg** (1 Kb HTML)  **image003.jpg** (1 Kb HTML)
 **image004.jpg** (10 Kb HTML)

See my responses in red below.

From: Kristen M. Setterlund, MSW, LCSW [mailto:KristenS@LFCS.org]**Sent:** Thursday, January 19, 2017 3:31 PM**To:** Kraft, Emily**Subject:** Questions about the ATA database

Hi Emily,

We are starting to enter clients into the database and had a few questions. Feel free to call me if you want to process any of these.

- The middle name of clients is required. This was not a required field in the past. We will ask worker to get this in the future, but wondered if there was something we could put in the system for now so that we can enroll past clients. **See note below.**
- The full social security number is now required, but we stopped asking for the full number after changes were made to the old database last year only requiring the last four of the social. Now that the full number is required, we are working on getting these numbers, but wondered if we could put zeros until we are able to obtain the numbers from our clients. **See note below.**
- If birth father is known, we are required to enter how many years he went to school or if he is still going, if he is employed/unemployed, and income. Client's don't always have this information, so we wondered if those fields could be optional again.
- At this time, the database will not accept the due dates unless the due date is in the future. **I've requested ITSD make this modification.**
- When we are putting in an address, after we select the county, we are not always finding the City name we need. For example, in Jackson County, there is no an option for Kansas City and for St. Louis City there are only three options in the drop down and then only three zip codes to choose from, but there are a number of other zip codes in the City. **Thanks for the head's up on this one. I will let ITSD know.**

While technically the system will not prevent you from entering "fake" data for existing clients for the purpose of re-enrollment, I would strongly advise you not to do that. The database is only worthwhile if the data entered into it is accurate. Also, the database now runs a check on SSNs to prevent duplicate clients, so no two clients can have the same SSN. If you enter a temporary fake SSN, you may be preventing another client who actually has that SSN from enrolling, or allow another provider

to enroll that client with her actual SSN when it shouldn't be allowed.

My best suggestion is to wait until your subs and employees have had contact with a client to verify this information prior to entering them into the system. Assuming the new contract goes into effect on Feb 1, you won't need to have all your clients enrolled until March 15th (when the first monthly client forms need to be completed), so you have some time.

Thanks for your help,
Kristen

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